

August 21, 2013

The Board of Commissioners held its regular meeting August 21, 2013 in the Forand Manor Conference Room – at 5:30pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Presentation of “What a Home Means to Me” Photo Book**
- 4. Approval of Minutes of Previous Meeting of July 24, 2013**
- 5. FY 10/1/12-09/30/13 Budget Revision Discussion and Approval**
- 6. Executive Summary**
- 7. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**
 - Facilities Management/Modernization**
 - Resident Services**
- 8. Resolution – Public Housing Write-Off’s for Review and Approval**
- 9. VFW Plan – Discussion and Possible Approval**
- 10. Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:**

Potential litigation

11. Adjournment

The meeting was called to order at 5:35pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairman	
Gladys Burns, Vice Chairperson	
Julio Castillo, Commissioner	
Lucia DaGamma-Therriault, Commissioner	
Paul Charette, Commissioner	
Tina Sullivan, Executive Director	
Paula Llera-Delgado, Executive Administrative Assistant	

Others in attendance

Dan Robillard, Public Accountant
Superintendent Dr. Frances Gallo
Mayor James Diosa

Presentation of “What a Home Means to Me” Photo Book

Chairman Cornelius Flynn along with the Executive Director Tina Sullivan presented Mayor Diossa, and Dr. Frances Gallo with a photo book of the event “What a Home Means to Me”. He thanked them both for their participation and congratulated them for all their hard work. Dr. Gallo thanked the Authority and stated that thanks to the Executive Director this was a start of many more things to come.

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the minutes of 7/24/2013.

There being no questions or concerns a motion was made by Commissioner Castillo to approve the meeting minutes of 7/24/2013, the motion was seconded by Commissioner Charette and carried by all present.

Budget FY 10/1/2012 – 9/30/2013 – Discussion & Approval - Resolution

Dan Robillard, Fee Accountant, came before the board to present a revised budget for FY 10/1/12-09/30/13. After much discussion the board Chairman, Flynn asked if there were any additional questions regarding the budget revision. There being no additional questions for the fee accountant chairman, Flynn asked for a motion to approve the resolution for the budget FY 10/1/2012 – 9/30/2013. A motion was

made by Commissioner DaGamma-Therriault, and seconded by Vice Chairperson Burns and carried by all present.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly

Executive Director, Sullivan mentioned the 3 grants:

HUD Security Grant – The Housing Authority has received notice that the Authority was not awarded the emergency security grant. No reason was given at this time.

FSS-Family Self Sufficiency- The Housing Authority has applied for the following grant; Grant funds have not yet been announced.

Emergency Grant – The Authority did not receive the following grant- No other Housing Authority in the state of RI received this grant. The Grant was awarded to (8) other states

The CFHA has received the FY 2013 CFP allocation notice. The dollar amount for FY 2013 CFP is \$341,939.00, which has increased by

\$4,551.00 from the previous FY 2012.

Section 8:

The Executive Director, Sullivan along with the fee accountant continues to monitor the budget as it relates to Sequestration, administrative and HAP fees. The Authority continues to be in sound financial state and expects that the funding cuts will not hamper the program at this time.

Public Housing:

Unit Turnover – Unit turn over average from 8-2013 to date is as follows:

Forand Manor – 9.93 days

Wilfrid Manor – 9.93 days.

Year to Date

Forand Manor – 8.7 days

Wilfrid Manor – 13.3 days

Tenant Concerns – The issue with the tenant of non-payment of rent has successfully been evicted and moved to an assisted living with the help of the Resident Service Coordinator. All the furniture that

was in the storage unit has been removed, and disposed of on 7/27/13.

Resident Services:

The RSC continues with the health & wellness education for our residents, and also educational workshops. Including blood pressure screenings monthly at both buildings, a “weight watchers” group weekly at Forand and a URI SNAP nutrition class weekly (six week program) along with the weight watchers group, and healthy heart programs.

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner Charette to accept the Executive Summary, seconded by Vice Chairperson Burns and passed by all present.

Consent Agenda

Executive Director, Sullivan provided an update of upcoming and ongoing projects at both manors.

Wilfrid Manor

Circulator Pump Replacement project was completed. This project was contracted for \$78,900.

A RFP was completed and the bidding is over for the flooring and painting of the common area hallways. The project should begin fall 2013.

A contract has been signed for the Phone/Intercom system. This project was completed August 12, 2013

The replacement of the Heat Boilers/Hot Water Boilers at Wilfrid Manor has begun.

Forand Manor

A RFP was completed and the bidding is over for the flooring and painting of the common area hallways. The project should begin fall 2013.

A contract has been signed for the Phone/Intercom system. This project was completed August 12, 2013

A RFP is in the process of being written for Balcony Repairs to begin late August 2013.

Forand Annex

The Phone/Intercom system project has been installed and completed successfully, the residents are pleased.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve. Commissioner Castillo made a motion to accept the consent agenda, seconded by Commissioner Charette and passed by all.

Resolution #1031 – Public Housing Write-Off's Uncollectable Debt:

AUGUST 2013 – WRITE OFF'S

Client/Tenant Housing Program Total Debt Status of Client

Client A - Wilfrid Public Housing \$2,069.00 Evicted-Non Pmt. Of Rent

Client B - Forand Public Housing \$20.00 Rent Balance/Vacated

TOTAL WRITE OFF'S \$2,089.00

The following Resolution was introduced by Tina Sullivan, Executive

Director, and read in full and considered.

The above write-offs are due to individuals that have either moved out or have passed away. The Authority is unable to collect owed money.

The Executive Director is requesting approval to write the above listed fees off. After much discussion regarding the Public Housing Write-Offs/Uncollectable Debt, Commissioner DaGamma - Therriault, moved that the foregoing Resolution be adopted and introduced, which was seconded by Commissioner Charette. Upon roll call the "Ayes" and "Nays" were as follows:

Ayes Nays

Cornelius Flynn, Chairman

Gladys Burns, Vice Chairperson

Lucia DaGamma-Therriault, Commissioner

Paul Charette, Commissioner

Julio Castillo, Commissioner

The CHAIRMAN thereupon declared said motion carried and said resolutions adopted.

VFW Plan – Discussion and Possible Approval:

Executive Director, Sullivan spoke about the assessment and feasibility report that was completed by Architect, Barbara Sokoloff in Feb. 2013, and would like the board to consider moving forward with project A, as presented by the Barbara Sokolof, as long as the city

approves a change in zoning for Affordable Housing. The Board would like to see this site developed and has granted permission to move forward.

Executive Session – Potential Litigation

No session at this time.

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Da-Gamma-Therriault and seconded by Commissioner Castillo to adjourn the meeting at 6:30pm. The motion was carried by all.